

Finance Office

Department Overview

The Finance Office provides professional financial services to the Public, County Commission, and Elected Officials, Department Heads and Employees of Gallatin County. The office is responsible directly to the County Administrator and the Commission.

The Finance Office supports the County Commission in receiving budget requests, analyzing revenue capacity, analyzing departmental requests, and plan, coordinate, and track effects of decisions during Budget meetings. The department is responsible for the Budget Document, monthly and quarterly reports on revenues, expenses and variations to the budget; prepares the annual mid-year budget analysis; prepares Financial Report and Trend Analysis Report, calculates future year revenues and expenses for use in estimating funds available for future Budgets; prepares reports and gives financial recommendations, facilitates committees as appointed by the Commission and coordinates counties response to legislative bills.

The Office will submit the FY 09 Budget to the Government Finance Officer's Association for consideration for Certificate of Excellence. This will be the fourth time the County has submit a budget.

Department Goals

- To develop a budget document that is clear, concise and easy to read by the general public.
- Develop & use sound financial & management & "best" practices.
- To educate elected officials and department heads on fiscal and financial activities.
- To be referred to as the best county in the state from a fiscal and financial perspective.
- To discuss, design, review and implement full Performance Budgeting for all major departments tied to long- term needs and the CIP.
- To prepare and enhance information for sixth year Financial Trend and Analysis report including mid-year budget review.

- To have open communication between finance office and customers.
 - To enhance Finance Offices ability to analyze budget requests, implement performance budgeting and maintain service levels to customers.
 - To develop a Long Term Financial Plan (expansion of fiscal trend analysis).
 - To assure efficient and effective management of the public's resources by providing quality financial services.
 - To provide knowledgeable and courteous customer service to all individuals who contact the Finance Office with questions or concerns.
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Recent Accomplishments

- Received GFOA Distinguish Budget Award for third year.
- Implemented the county-wide performance measurement system.
- Provide Budget and Financial Analysis on the County Web Page.
- Budget Analyst Reviewer for GFOA Budget Certification Program.
- Developed Balanced Budget projected forward into FY 2009.
- Completed Countywide Employee Survey released in FY 2008 with a 52% return rate.
- Provide assistance in responding to concerns identified in the employee survey in a series of sessions held within the County Government environment.
- Provided assistance to various Boards with accounting, budget and financial requirements.
- Received certificates of completion for Management and Supervision course.
- Facilitated departments with entering budgets into system.

GENERAL GOVERNMENT

Finance Office

Department Budget

Object of Expenditure	Actual FY 2007	Final FY 2008	Actual FY 2008	Request FY 2009	Preliminary FY 2009	Final FY 2009
Personnel	\$ 139,867	\$ 150,397	\$ 149,091	\$ 150,233	\$ 155,775	\$ 155,817
Operations	102,571	163,268	55,290	86,252	86,820	86,000
Debt Service	-	-	-	-	-	-
Capital Outlay	-	4,500	1,787	2,500	2,500	2,500
Transfers Out	-	-	-	-	-	-
Total	\$ 242,438	\$ 318,165	\$ 206,168	\$ 238,985	\$ 245,095	\$ 244,317

Budget by Fund Group

General Fund	\$ 165,976	\$ 186,367	\$ 165,705	\$ 180,985	\$ 187,095	\$ 186,317
Special Revenue Funds	76,462	131,798	40,463	58,000	58,000	58,000
Debt Service Funds	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-
Total	\$ 242,438	\$ 318,165	\$ 206,168	\$ 238,985	\$ 245,095	\$ 244,317

Funding Sources

Tax Revenues	\$ 41,212	\$ 55,479	\$ 54,925	\$ 50,541	\$ 50,541	\$ 55,479
Non-Tax Revenues	63,845	89,751	87,956	85,857	85,857	89,751
Cash Reappropriated	137,381	172,935	63,287	102,587	108,697	99,087
Total	\$ 242,438	\$ 318,165	\$ 206,168	\$ 238,985	\$ 245,095	\$ 244,317

Department Personnel

Personnel Summary

No	FT/PT	Title	FTE
1	Full-Time	Finance Director	1.00
1	Full-Time	Budget Coordinator	1.00

Total Program FTE 2.00

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2009 Budget Highlights

Personnel

- No changes to personnel.

Operations

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Capital

- Computer reserve \$2,500

County Commission Goals/Department Response

The County Commission established a set of overarching goals for the county government. Listed below are the County Commission's goals, followed by the methods by which the Finance Office is striving to fulfill those goals.

Exceptional Customer Service

- Respond to public inquiries within 4 hours, with answers available within 8 hours.
- Prepare a clear concise and easy to read Budget Document.
- Provide Training on updated Software

Be Model for Excellence in Government

- Input solicited on legislative proposals.
- Referred to as the best county fiscal office in the state.
- Develop a long-term plan for operations and capital needs.

Improve Communications

- Educate the public, commission, employees, elected officials, department heads of the county on fiscal and financial activities.
- Develop and implement performance measurements, performance budgeting.
- Present financial condition of the county to all users.
- Continue to provide the public with access to County Budget on web site.

To be the Employer of Choice

- Maintain competitive in the market place.
- Train employees in Fiscal and Financial duties and responsibilities.
- Provide a positive and flexible work environment

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WORKLOAD INDICATORS/PERFORMANCE MEASURES

Workload Indicators Indicator	Actual FY 2006	Actual FY 2007	Estimated FY 2008	Projected FY 2009
1 . Public Meetings held on the budget	8	12	15	17
2 . Appearances on media (TV/radio) on budget	4	5	10	5
3 . Preliminary budget meetings held with departments	79	62	65	68
4 . Size of the county's budget	\$81 mil	\$90 mil	\$93 Mil	96.8 Mil
5 . Number of funds	257	248	245	232
6 . Number of budgeted transfers	40	38	26	32
7 . Budget Amendments Presented	32	35	30	34

Performance Measures Measure	Actual FY 2006	Actual FY 2007	Estimated FY 2008	Projected FY 2009
1 . Distinguished Budget Presentation Award	Received	Received	Received	Apply
2 . County's Bond Rating	A	A	A+	A+
3 . Financial Statements	Unqualified	Unqualified	Unqualified	Unqualified
4 . % of Resolutions Adopted without errors (100% goal)	60%	65%	90%	95%

Comments